



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
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| ADMINISTRATOR, COMMISSION ON POSTSECONDARY EDUCATION (C.P.E.) | 42 | A | 5.210 |

DEFINITION OF THE CLASS:

Under the general direction of the Commission on Postsecondary Education (C.P.E.), provides leadership and plans, organizes and directs the agency to accomplish the goals of the Commission including licensing private postsecondary educational institutions and ensuring their compliance with State laws and regulations, approving agents representing in-state and out-of-state schools in Nevada, authorizing all academic degrees issued in Nevada by any person or organization other than the University of Nevada System, resolving student complaints, approving public and private postsecondary institutions for veterans' benefits, and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description
and is not restrictive as to duties required.)

Promotes the goals and objectives of the C.P.E., anticipates future needs and potential problems and develops and implements agency policies and procedures which address current concerns and incorporate legal requirements. This includes reviewing state and federal regulations; staying abreast of issues and trends relevant to postsecondary education through participation in state and national educational associations and contacts with school owners and associations, other state agencies, Veterans Administration, legislators, media representatives, students, educators and the general public; defining solutions and preparing recommendations; working through the C.P.E., Budget Division, state school associations, school owners, and other relevant parties to implement newly created or revised policies and procedures.

Drafts and provides justification for proposed legislation pertaining to postsecondary education, in response to agency needs or as directed by the C.P.E., provides testimony before appropriate legislative committees on behalf of the Commission, tracks the progress of the proposed legislation and takes the necessary steps to promote passage.

Facilitates and participates in the meetings of the C.P.E. which includes: preparing or approving all staff work for the meetings, placing items on the agenda; ensuring agenda items are prepared in an accurate and timely manner and that meetings are conducted in compliance with applicable laws and regulations; making recommendations to the Commission regarding issuance of licenses, degree authorization, and other appropriate matters; attending meetings to report on the agency's activities and respond to inquiries; communicating the decisions of the Commission to appropriate parties.

Directs and participates in the approval process for new applications and renewals for private postsecondary institution licenses from degree and non-degree granting educational institutions to ensure adherence to minimal standards set by law and regulation. This process includes: communicating license requirements to applicants and providing technical assistance in preparation of required documents; examining the materials submitted by applicants including courses of study, blueprints, lease agreements, qualifications of the school's director, financial statements, budget

EXAMPLES OF WORK: (cont.)

projections, operating practices, and transferability of educational credits to accredited institutions; evaluating the quality and content of educational programs, operating practices, financial soundness, and the adequacy and safety of facilities; determining compliance with state laws and regulations; conducting site reviews of institutions holding a provisional license; preparing and presenting licensure recommendations to the C.P.E; requiring non-licensed entities that are required by law to be licensed to obtain the necessary license or cease operation.

Directs and participates in processing and approving applications for veterans' benefits, approves schools to employ agents in Nevada and approves each individual agent, and monitors approved institutions for compliance with state law and Veterans Administration's regulations. This includes: examining and evaluating courses of study, school catalogs, financial information, and operating practices; determining whether or not to grant approval for veterans' benefits; informing the Veterans Administration of approved applicants; performing site reviews of Veterans Administration approved institutions, including those within the University of Nevada System, to ensure compliance with state laws and Veterans Administration's regulations, standards and policies and verify the accuracy of veterans' educational benefit payments; notifying institutions of deficiencies and ensuring corrections are made; notifying the Veterans Administration of any benefit overpayments; billing the Veterans Administration for services performed by the agency; working with the Veterans Administration's Regional Office and Central Office to ensure the state is in compliance; executing all provisions of the Veterans Administration contract.

Directs and participates in investigating and resolving student complaints that are unable to be resolved between the school and students which includes: gathering information from complainants and licensees and subpoenaing persons, records and documents when required; reaching settlement of the disputes either through negotiation or by rendering decisions based on evaluations of information received and in accordance with remedies allowed by statute; presenting and supporting the decisions, if necessary, at hearings before the C.P.E.; ensuring compliance with decisions; conducting site visits if necessary.

Supervises agency personnel to accomplish the goals of the agency which includes hiring and training employees, assigning and reviewing work, providing guidance and motivation, monitoring progress and evaluating performance.

Develops, justifies and monitors the agency budget by reviewing past expenditures and current funding levels; assessing future agency needs and priorities; submitting the budget to the C.P.E. for review and approval; attending administrative budget hearings and legislative hearings to present and justify the budget recommendation; planning and monitoring expenditures in accordance with the approved budget proposal. Prepares and obtains approval of the Veterans Administration contract, including working with the Veterans Administration Regional Office and Central Office to ensure the contract is in the best interest of Nevada and its veterans.

Works with the State Attorney General, Board of Education, Board of Regents, and related local, state, and federal agencies and organizations to ensure agency activities are legal, recognized, properly implemented, and in the best interest of the state, the schools, the public, and the agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of state and federal laws, codes, and regulations dealing with licensure, curriculum, and operating requirements for postsecondary educational institutions. Working knowledge of agency administrative regulations, policies, and procedures and relevant state administrative rules and regulations. Working knowledge of educational institutions and the regulations and policies which impact them including accreditation standards, federal grants and loans, school record keeping systems and requirements, and knowledge of other regulatory bodies and agencies which have jurisdiction over educational institutions. Working knowledge of the accreditation standards and requirements of the U.S. Department of Education and various legitimate accreditation associations. General knowledge of general and state principles and practices of budgeting, accounting, and purchasing.

Ability to analyze financial information including balance sheets, income statements, and budget projections sufficient to evaluate the financial stability of an organization and its capacity to make refunds to students. Ability to inspect and compare licensee operations, programs, and other areas and judge if they comply with prescribed standards and the ability to take balanced and appropriate action if they do not.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the principles and practices of management and supervision.

Ability to read, comprehend, and interpret administrative materials including state and federal laws, regulations and directives, manuals, trade and business publications, budgets, and research reports. Ability to write grammatically correct business correspondence, comprehensive and analytical reports, statistical reports, informational articles suitable for publication and legislative bills. Ability to speak clearly and effectively in order to negotiate agreements, respond to inquiries, and present prepared or extemporaneous material on a one-to-one basis or before groups such as the C.P.E., private school associations, students, and media representatives. Ability to mediate between contending parties and groups, formulate alternatives and recognize the implications and negotiate persuasively to arrive jointly at solutions. Ability to establish and maintain cooperative working relationships with co-workers, the Commission on Postsecondary Education, representatives of state boards, commissions, and state and federal agencies, legislators, school owners and directors, and professionals in the field of education. Ability to interact with persons of various social, cultural, economic, and educational backgrounds. Ability to prioritize assignments and complete work in a timely manner when there are changes in work load and assignments, a high volume of work, and pressures of deadlines and competing requirements. Ability to deal with confidential matters in a way which allows for taking appropriate action but does not compromise confidentiality. Ability to establish agency goals and priorities, develop and direct programs, and implement policies and procedures to accomplish these goals. Ability to delegate assignments, and train, motivate, and supervise professional and administrative staff. Ability to establish a leadership role and effectively promote and gather support for the goals, policies, and requirements of the Commission on Postsecondary Education. Ability to reason persuasively with applicants, licensees and students to gain their understanding and acceptance of decisions, and established regulations and policies. Ability to exercise good judgment in evaluating people, their motives and intentions.

EDUCATION AND/OR WORK EXPERIENCE:

Graduation from an accredited college or university with a Master's degree and major work in education, education administration, public administration, business administration or closely related field and three years of administrative experience relevant to the field of education which included responsibilities for establishing and promoting program goals and objectives, program and policy development and administration, supervision of staff, evaluating educational programs and monitoring established programs.

NOTE: Education above the Master's degree level may not be substituted for the required experience.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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| ESTABLISHED: | 7/1/75 |
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| REVISED: | 7/1/91P |
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